

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
On 1<sup>st</sup> November 2021**

**Participating:**

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright,  
Peggy Deards, Sharen Hegarty (Trustees)  
Adrian Dale (Clerk)

**2021.17 October Caretaker Expenses**

The Clerk presented the October 2021 Caretaker's Service Claims and Clerk's report.

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Expenses
VH	Village Hall Caretaker	£178.50	£7.60
VHP	Village Hall Projects		
SH	School House Caretaker	£36.00	
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£206.50</b>	<b>£7.60</b>
		<b>Total</b>	<b>£222.10</b>

	Link to: <a href="#">Olivia Duffy's Service Log</a>	Labour	Expenses
VH	Village Hall Caretaker	£85.85	
VHP	Village Hall Projects		
	<b>Sub Totals</b>	<b>£85.85</b>	
		<b>Total</b>	<b>£85.85</b>

**Clerk's Report:**

There have been a few minor maintenance issues this month which have been dealt with.

- PAT testing of electrical equipment revealed a worn cable in the floor cleaner. This has been replaced.
- Mice are back in the extension ceiling and so we are taking action.
- The cluster flies have made a big mess of the internal window panes. An additional clean has been done to remove all the spots.
- The Chelveston Chorus left the rear doors hooked open after their session one night (but they did secure the padlock on the gate). With Mike Maywood's help, we have now installed a door sensor on the back doors to tell us when they are open. This can be alarmed to alert us of unauthorised access.
- The roof repairs were completed at School House and there has been no re-appearance of the leak in the recent storms.

We had one problem with our new Little Leaps pre-school class. The tutor had arranged a "family session" for children up to 11 years of age, involving Halloween games and activities. She hadn't let me know of this change of plan, which is well outside her authorised hire agreement. The numbers would have been too high and there would have been too much social mixing. The sessions were therefore cancelled.

We have now managed to achieve a mixed in person/Zoom meeting for the Astronomers to allow people who want to stay remote to attend the meeting. This will also broaden the range of speakers they can use as the speakers don't need to travel. We are planning some changes to the audio system to improve this even further. I am awaiting quotes for this.

An order has been placed for the air cleaning units and delivery is scheduled for the first week of December.

The Hall was use for 121 hours in October (even with 1 week of half term). Income was £849

It was **RESOLVED by majority** to approve this report and authorize the payment of the invoices. Cheques were signed.

A handwritten signature in black ink, appearing to read 'ADALE', with a long horizontal stroke extending to the right.

Adrian Dale  
Clerk to the Trustees  
21 Water Lane  
Chelveston  
NN9 6AP

Melvyn Wooding  
Chairman of the Trustees  
Melrose Cottage  
Caldecott  
NN9 6AR